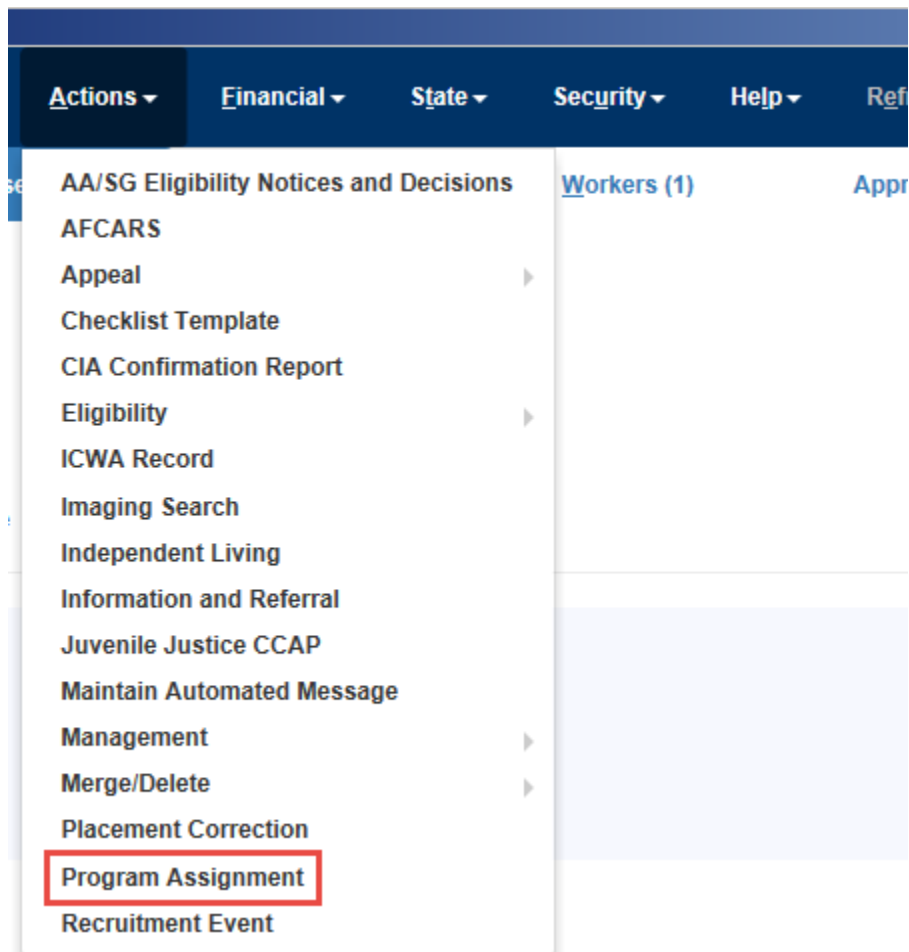


Program Assignment

Note: In order to create a Program Assignment, an assignment to the case is not needed. However, additional security is needed.

Note: The Program Assignment page provides the ability to track a person's involvement in a program. Specifically, this functionality was developed to track Title IV-E waiver requests that are submitted to the Federal Government, but is generic enough to capture additional programs if necessary.

1. From the desktop, click on Utilities > Program Assignment. This will open the Program Assignment page.



2. On the Program Assignment page, click the [Search](#) hyperlink to launch the Person Search page.

Program Assignment - Internet Explorer

c WiSACWIS Print Spell Check Help ?

Child Information

Child's Last Name: Child's First Name: [Search](#)

Child's Person ID: DOB:

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date
---------	-------	------	------------	--------------------	----------

Options: [dropdown] Go

Insert Save Close

3. On the Person Search page, enter the child's information in the Search Criteria and click the Search button.

Person Search -- Webpage Dialog

c WiSACWIS Print Spell Check Help ?

Search Criteria

Last Name: Test First Name: Case Person ID: [input]

SSN: [input] DOB: 00/00/0000 Gender: [dropdown]

Street: [input] City: [dropdown] ZIP Code: [input]

☒ Incl. AKA Search Precision: [slider] Sort By: Alpha [dropdown] Search

Low Med High Record 1 to 1 of 1

Persons Returned

☒ [Test Case \(70000001\)](#) 123 Camp Randall Avenue, Madison Male 02/01/1980 Caucasian

Create Continue Close

4. Click on the radio button next to the child's name in the Persons Returned group box. Click the Continue button, to return to the Program Assignment page for the child.

5. Click on the Insert button to add a program assignment for the child.
6. For the Program Assignment row, select the Program, Group, and Case. Enter the Begin Date. If known, enter the Estimated End Date and End Date.
7. Click Save.

Note: The Program Assignment page prevents overlapping programs of the same value.

Note: Once saved, only the Estimated End Date and End Date fields can be updated. All other fields on the program assignment row are view only. Prior to Save, the Delete hyperlink is available.

Program Assignment - Internet Explorer

cWiSACWIS ST Print Spell Check Help ?

Child Information

Child's Last Name: Test Child's First Name: Case [Search](#)

Child's Person ID: 70000001 DOB: 02/01/1980

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	
Care4Kids			00/00/0000	00/00/0000	00/00/0000	Delete
Families Come First	Bayfield	70000000 - CPS Family -	01/01/2017	00/00/0000	00/00/0000	
In-Home Safety Services						
PS Program County						
PS Program State						
Subsidized Guardianship						
W-2 Healthy Families						

Options: [Go](#) [Insert](#) [Save](#) [Close](#)

100%

8. A list of the child's program assignments can be exported to a spreadsheet. Select Export Program Assignment List from the Options drop-down and click Go. Enter a file name at the prompt. Also, note the location where the file will be saved. Click the Continue button. Access the file from the location it was saved.

The screenshot shows the eWiSACWIS ST web application in an Internet Explorer browser window. The page title is "Program Assignment - Internet Explorer". The application header includes the "eWiSACWIS ST" logo and navigation links for Print, Spell Check, and Help.

Child Information

Child's Last Name: Test Child's First Name: Case [Search](#)
Child's Person ID: 70000001 DOB: 02/01/1980

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	00/00/0000	00/00/0000	00/00/0000	Delete
PS Program State	Bayfield	70000000 - CPS Family -	01/01/2017	00/00/0000	00/00/0000	

Save as Excel... -- Webpage Dialog

Please Enter File Name:

The file will be saved in C:/eWiSACWIS/export folder

[Continue](#) [Close](#)

Options: [Go](#) [Insert](#) [Save](#) [Close](#)

100%

9. When a participant is assigned to a program, the program indicator in the 'Prg' column on the Participants tab of the Maintain Case page will display with a [Y](#) hyperlink. Selecting the hyperlink will open the Program Assignment page in view-only mode. If the participant is a participant in multiple cases, the [Y](#) hyperlink will be displayed across all of the child's cases.

Maintain Case - ID: 70000000 - Internet Explorer

c WiSACWIS Print Spell Check Help ?

Case: 70000000

Name: Case Type: Status: Open 10/09/2017

County: Site/Region:

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
TESS, ABBY (8347399)	None	<input checked="" type="checkbox"/>	Y	07/01/2004	F	<input type="text" value="Birth Sibling"/>	N/A	N	DeAct Rem
Test Case Only, Test (236381)	None	<input checked="" type="checkbox"/>	N	11/11/1911	M	<input type="text" value="Non-Relative"/>	N/A	N	DeAct Rem
Test, Case (70000001)	None	<input checked="" type="checkbox"/>	Y	02/01/1980	M	<input type="text" value="Reference Person"/>	Guardian to DCF	Y	DeAct Rem
Test, Child (70000007)	CPS, CW	<input checked="" type="checkbox"/>	Y	05/05/2017	F	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem
Test, ChildOne (70000141)	None	<input checked="" type="checkbox"/>	N	10/03/2017	M	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem
test, TESTPS, II (70000013)	None	<input checked="" type="checkbox"/>	Y	10/10/2013	F	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem

Number of Household Members: 12 [Insert](#)

[Inactive Participants](#)

Options: [Go](#) [Save](#) [Close](#)

100%